Pay Retention Worksheet
(Demo Promotion)

Employee Name_____

1a. Current Position (Pay Plan/Series/Grade)   1a._____

1b. Current "Base" salary   1b._____

1c. Current "Payable" salary   1c._____

Note: "Base" and "Payable" salary will be the same for FWS employees.

Compute the employee's Demo promotion: Management determines the actual percentage of promotion increase. There is no minimum amount of increase that an employee must receive on the promotion. Promotion cannot exceed 10% of 1c.

2a. New Position (Pay Plan/Series/Grade)   2a._____

2b. Minimum "Base" salary for 2a.   2b._____

2c. Minimum "Payable" salary for 2a.   2c._____

2d. Recommended promotion (1c. X % promotion increase)   2d._____

2e. Maximum allowable promotion (1c. X 1.10%)   2e._____

3. Does the salary in item 2c exceed item 2d?

    a.____YES.   Set the employee's salary at the first increment. Pay retention no longer applies.

    b.____NO.   Complete item 4.

4. Does the salary in item 2d equal any of the "Payable" salaries of the new Demo pay level?

    a.____YES.   Increment____. Set the employee's salary at this increment. Pay retention no longer applies.
    b.____NO.   Complete item 5.

5. Is the salary in item 2d less than the top "Payable" salary increment of the new Demo pay level?

    a.____YES.   Between increments_____ and_____. Set the employee's salary at the <u>higher</u> of the two increments if the higher increment does not exceed 2e. Otherwise set at the lower increment. Pay retention no longer applies.
    b.____NO.   Complete item 6.

6. Is the "Base" salary for the top increment of the new position greater than the amount shown in 1b?

    a. ____YES. Set the employee's pay at the top increment of the new position.

    b.____NO.   Set the employee's increment at 00 and pay at the rate shown in 1b.

Pay for this action is fixed at Demo pay level_____, increment_____,salary_____.

Signature	Date